

~~CONFIDENTIAL~~

The Comptroller  
Chief, Fiscal Division

20 March 1957

Chief, Payroll Branch

Incomplete Address File

1. Under the Agency security and cover arrangements with the [REDACTED] and the fact that the employee must file his tax return with the [REDACTED] shown as the employer, it is necessary for employees to have on file his most current home address, as outlined in Comptroller Instruction No. 35 dated 25 February 1957. These addresses are obtained by the Machine Records Division from the Personnel Information Card (Form No. 37-6), in accordance with [REDACTED] dated 2 March 1954.
2. To date there is no record of home addresses on file in the Machine Records Division for many Agency employees, some of whom have been reassigned to Unvouchered Funds. Although attempts have been made to secure the necessary addresses, they are not yet available, and W-2 forms cannot be processed until the data is received. Heretofore it has been possible to submit W-2's for such reassigned personnel on "U. S. Government" forms on which addresses were not required.
3. It is requested that such action as necessary be taken to have these addresses made available to this office.

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